

**PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF HEALTH**

CLOSING DATE : 05 February 2021

NOTE : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The fully completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as recently certified copies of all qualification(s), academic records including a Senior certificate and ID-document [Driver's license where applicable]. The certification must be within six (6) months as at the advert closing date. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make any appointment(s) to the above post. The successful candidate will be expected to sign a performance agreement. The Department of Health is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representativity in line with the numerical targets as contained in our Employment Equity Plan.

OTHER POSTS

POST 02/70 : **PHARMACIST: GRADE 1-3: REF NO: H/P/1**

SALARY : Grade 1: R693 372 per annum (OSD)
Grade 2: R751 026 per annum (OSD)
Grade 3: R821 205 per annum (OSD)

CENTRE : Katleho Hospital, Virginia

REQUIREMENTS : Appropriate bachelor of Pharmacy Degree. Registration with the SAPC as a Pharmacist. Experience: Pharmacist **Grade 1**. None after registration with the SAPC as a Pharmacist in respect of South African qualified employees. One-year relevant experience after registration as Pharmacist with recognized a foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Pharmacist **Grade 2**: Minimum of 5 years after registration a Pharmacist with the SAPC as a Pharmacist of South Africa (HPCSA) in respect of South African qualified employees. Minimum of 6 years' relevant experience after registration as Pharmacist with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa Pharmacist **Grade 3**: Minimum of 13 years after registration as a Pharmacist with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. Minimum of 14 years' relevant experience after registration as a Pharmacist with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa Knowledge and Skills: Sound knowledge of all aspects of public sector pharmacy. Through understanding of relevant acts, regulations, standard operating procedures & policies. Good pharmacy practice. Good manufacturing practice. Must be fully computer literate and process good communication, organization and interpersonal skills. Knowledge of legislation in relation to the provision of pharmaceutical services. Human Resources Management. Leadership skills. Financial Management. Analytical skills. Management and supervisory skills. Project skills. Interpersonal and negotiation skills.

DUTIES : Render a comprehensive, professional and quality pharmaceutical service in the form of support, assistance, execution of duties and performing of acts, in line with relevant policies, standard operational procedures and legislation. Reading and preparation of prescriptions, the selection, manipulation or compounding of the medicine, the labelling and supply of the medicine in an appropriate container. Dispensing of medication: Giving medicine information and patient counselling in order to supply patients with their prescribed medicines to ensure better health and patient outcomes. Dispensing medication according to the Free State formulary. Management of the down referral system. Issue ward stock Bi Weekly. Issue scheduled medication from the bulk store room to the dispensary. Reporting discrepancies discovered during receipt of stock. Handling of short dated stock. Conducting bi annual stock take. Packing of emergency boxes for the emergency trolley. Packing of after hour cupboard. Provide pharmaceutical services over weekends and public holidays. Supervision and training of pharmacy assistants.

ENQUIRIES : Me R A Motema Tel No: (067) 424 8766
APPLICATIONS : To Be Sent To: The Chief Executive Officer, Katleho/Winburg Hospital Complex, Private Bag X4, Virginia, 9430

FOR ATTENTION : Me N P L Sithebe

POST 02/71 : **ASSISTANT MANAGER: NURSING PNB4: MALUTI-A-PHOFUNG REF NO: H/A/2**

SALARY : R614 991 per annum (OSD)
CENTRE : Thabo Mofutsanyana District
REQUIREMENTS : Registration with the South African Nursing Council (SANC) as Professional Nurse plus a post-basic nursing qualification with a duration of at least 1 year, in curative skills in Primary Health Care, accredited with SANC. A minimum of 10 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. At least 6 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1-year post – basic qualification. At least 3 years of the period referred to above must be appropriate/recognizable experience at Management Level. Medical background or experience in the management of Primary Health Care. Proof of SANC receipt for the current year. Valid driver's license. Knowledge and Skills: appropriate/recognizable experience in management of Primary Health Care services Ability and willingness to work beyond normal working hours and under pressure. Ability to implement and manage change. Good written and verbal communication skills. Good interpersonal relations.

DUTIES : Responsible for administrative functions as well as functions pertaining to quality of Primary Health Care services in the sub district. Responsible for an overall management of coordination of Primary Health Care services. Establish and implement quality improvement initiative and related Primary Health Care programmes. Cost effectively manage resources. Facilitate and implement policies, directives and standards relevant to service provision. Control Primary Health Care cost center. Address and handle concerns of Primary Health Care services. Responsible for identification, management and monitoring of all nursing risks that may cause harm / put life of the patient in danger.

ENQUIRIES : Me M C Ramokotjo Tel No: (058) 713 0515 Ext 148
APPLICATIONS : TO: The District Manager, Thabo Mofutsanyana District, Private Bag x824, Witsieshoek, 9870 or hand delivered: Ombudsman Building, Mampoi Road, Phuthaditjhaba.

FOR ATTENTION : Mr M S Shabangu

POST 02/72 : **OPERATIONAL MANAGER (PNB3): (MALUTI-A-PHOFUNG LOCAL AREA CLINICS) REF NO: H/O/1**

SALARY : R562 800 per annum (OSD)
CENTRE : Thabo Mofutsanyana District
REQUIREMENTS : Registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. Proof of SANC receipt for the current year. Post-basic nursing qualification, with a duration of at least one (1) year in curative skills in Primary Health Care, accredited with the SANC. A minimum of 9 years appropriate/recognizable nursing experience after registration with the SANC as Professional Nurse in General Nursing. At least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining the one (1) year post-basic qualification in the relevant specialty. Valid driver's license. Knowledge and Skills: Appropriate Bachelor's Degree/Diploma as well as Nursing Management will be an advantage. Ability to work under pressure.

DUTIES

Ability to implement and manage change. Good written and verbal communication skills. Confidentiality. Good interpersonal relations.

: Ensure that a holistic nursing care service is delivered to patients in a cost effective, efficient and equitable manner by the Clinic. Ensure compliance to professional and ethical practice. Manage the implementation of the Primary Health Care Package in order to provide a quality Primary Health Service, contributing towards the District targets and objectives. Manage all non-patient related programmers within the facility to ensure an effective and efficient administration system and a well-informed community. Manage all resources allocated to the facility to ensure a cost effective Primary Health Care service. Management, qualification skills and experience. Attend relevant meetings and attend relevant training. Arrange training for subordinates where necessary. Control leave of Clinic personnel. Management of officials' arrival, lunch and departure time (Time Management).

ENQUIRIES

: Me M C Ramokotjo Tel No: 058 713 0515 Ext 148

APPLICATIONS

: TO: The District Manager, Thabo Mofutsanyana District, Private Bag x824, Witsieshoek, 9870 or hand delivered: Ombudsman Building, Mampoi Road, Phuthaditjhaba.

FOR ATTENTION

: Mr M S Shabangu

POST 02/73

: **CLINICAL PROGRAM COORDINATOR: PNA-5 REF NO: H/C/1**

SALARY

: R444 276 per annum (OSD)

CENTRE

: Katleho Hospital, Virginia

REQUIREMENTS

: Diploma/Degree in Nursing or equivalent qualification that allows registration with SANC as Professional Nurse. A minimum of 7 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Current registration with the South African Nursing Council (SANC). Knowledge And Skills: Valid driver's license. Appropriate experience in Management of HAST Programmes. Appropriate financial management knowledge.

DUTIES

: Provide professional and technical support for the provision of quality patient care through proper management of HAST programmes. Facilitate and oversee the development of operational/business plans to give strategic guidelines. Develop and implement quality assurance plans, guidelines, protocols, norms and standards pertaining to HAST. Utilize information technology (IT) and other management information systems to manage information for the enhancement of service delivery. Establish, maintain and participate in inter-professional and multi-disciplinary teamwork that promotes effective and efficient health care.

ENQUIRIES

: Me K P Mallane Tel No: (057) 221 3333

APPLICATIONS

: To Be Send To: The Chief Executive Officer, Katleho/Winburg Hospital Complex, Private Bag X4, Virginia, 9430

FOR ATTENTION

: Me N P L Sithebe

POST 02/74

: **ASSISTANT DIRECTOR: LAUNDRY SERVICES REF NO: H/A/1**

SALARY

: R376 596 per annum (Level 09)

CENTRE

: Health Support Services: Corporate Office, Bloemfontein

REQUIREMENTS

: A 3-year degree or national diploma in management or administration, with 3-5 years' experience in corporate services(administration) or laundry/ linen management in a public or private sector environment preferably in the health sector or hospital environment. 3 Of the 5 years must be on the supervisory level (Level 8). A valid driver's license (Code EB) is essential for the individual who must be prepared to travel extensively throughout the Province. Knowledge and Skills: Competency in MS Word, MS PowerPoint and MS Excel or MS Project. Knowledge of PFMA, Public Service Regulations and Public Procurement Practice Notes. Conversant with Occupational Health and Safety Act and SANS Codes on Laundry and Linen Management. Good understanding on laundry process flow, equipment, consumables and key stakeholders and their relevancy. Good interpersonal, communication (written and verbal) skills. Ability to work independently and under extreme pressure.

DUTIES

: Efficient and effective management of Linen and Laundry services at Bloemfontein Laundry. Provide inputs for the development and implementation of policies, guidelines, norms and standards Develop Standard Operating Procedures (SOPs) and contract specifications. Regular liaison with service providers and clients. Supervision of management of all Laundry personnel. Ensure staff development and performance management in line with the human resource policies and procedures, Departmental Strategic Plan and Directorate operational plan. Ensure effective and efficient utilization of

resources in line with applicable PFMA and Supply Chain Management Policies. Maintain service satisfaction through training and quality improvement. Ensure implementation, monitoring and evaluation of the service and related contracts. Identify, report, control and monitor internal risks. Compile management reports and presentations. Ensure compliance in terms of all relevant acts and directives. Perform any other duties delegated by the supervisor.

ENQUIRIES
APPLICATIONS

: Mr J M Mokgatle Tel No: (051) 408 1540/1541
: To: The Director, HRM and Planning, PO Box 227, Bloemfontein, 9300 or hand delivered @ Entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein.

FOR ATTENTION

: Me P Mpu